Work Screening Meeting   DATE: /   /

Distribution Work Screening Meeting

Agenda:

☐	Safety Message
☐	Fundamental
☐	Roll Call
☐	10/20 Report
☐	Circuit of of Configuration
☐	Regular Brio Report
☐	Priority Code Changes
☐	T-8 to T-5 SCR's

XXX-XXX-XXXX LC #####

Placeholder
1 Cable Fault hold date 1/12/2012
2 Priority 30 - 7/2/2012
3 Priority 40 - 12/12/2012

A	ALPHA	N	NO
B	BRAVO	O	OS
C	CHARLIE	P	PA
D	DELTA	Q	QU
E	ECHO	R	RO
F	FOXTROT	S	SII
G	GOLF	T	TA
H	HOTEL	U	UN
I	INDIA	V	VI
J	JULIETTE	W	WI
K	KILO	X	X-I
L	LIMA	Y	YA
M	MIKE	Z	ZU

	On Phone	In Room		On Phone	In Room	Special Guests	Dept	On Phone
Work Management			**FIN Planners/FLS**			Name	?	
Name			Name			Name	?	
Name			Name					
Name								
Name			**OCC**					
Name			Name					
Name								
Emergent C&M Managers			**Reliability Engineers**					
			Name					
New Business			Name					
Name			Name					
			Name					
Work Planning			Name					
Name								
Name			**Facility Relocation - job owner/planner**					
Name			Name					
Name								
Name								
Name								

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PREPARATION FOR WORK SCREENING												
Using WM-ED-P014 (Work Screeening and Prioritization) and WM-ED-2001 (WORK CODING PROCEDURE) review each work request for accuracy												
	Work requests - verify the following are filled out and are correct:											
	Discipline, job type, priority, system code, peg, equipment type/name, work request title and description, originator, status, wr code, area, schedule location ID and sequence, location, and need date											
	Verify if C&M agrees to fund the work. If yes, approve to a schedule date; if no, approve and put to the priority placeholder.											
Using WM-ED-P014 (Work Screeening and Prioritization) and WM-ED-2001 (WORK CODING PROCEDURE) review each work request for accuracy												
	Work orders - verify the following are filled out and are correct:											
	Job type, work order type, priority, NB 19 need date, status, schedule backlog, location id, schedule group, schedule start, code block, ITN number, need date, work group, resource type											
	Ensure start dates meet customer need dates											
	Verify funding for system performance work and feeder inspections prior to scheduling. If no funding available, put to the priority placeholder.											
	Ensure tasks are aligned properly and frag coded (if required) - ie. OH, boring, UG											
	Priority. How does it fit with the priority matrix in WM-ED-P014? Does it affect CAIDI anhd SAIFI? Is the work request needed?											
DURING WORK SCREENING												
Discuss each work request with the committee												
	Priority correct? Get input from the OCC and Operations as well as the Prioritization guidelines in WM-ED-P014. Affects CAIDI / SAIFI?											
	Verify discipline, job type, priority, system code, peg, equipment type/name, work request title and description, originator, status, wr code, area, sc location ID and sequence, location, and need date											
	Verify ownership of the Work Request, is it Distribution OH, UG, SSG, contractors, DT, etc.?											
	All of the required information listed in the WR so that planning can plan the job correctly? Instructions, parts support groups etc..											
	Is Engineering required?											
	Do we need funding approval? Is the WR Capital or Expense? Is a Capital I.D. required?											
	Should the schedule backlog be coded Summer Readiness / Winter Readiness / Enviromental, etc…											
	Discuss scope of job with committee, document resources and durations required. Supporting tasks required.											
	Make sure programmatic work is scheduled to align w/related work and frag coded correctly as well as applying correct logic ties. ID any bundling											
Discuss each Work Order with the committee												
	Verify discipline, job type, priority, system code, peg, equipment type/name, work request title and description, originator, status, wr code, area, sc location ID and sequence, location, and need date											
	Funding approved?											

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	Need date correct? Scheduled correctly to the date discussed during work screening? Make sure PM is not scheduled past PMOD
	Question accuracy of resources?

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OVEMBER
SCAR
APA
UEBEC
OMEO
ERRA
NGO
NIFORM
CTOR
HISKEY
RAY
ANKEE
LU

In Room

Work Screening Meeting   **DATE:**   /   /

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e backlog,

y:

r, Inv category,

:hedule backlog,

┐ opportunities.

:hedule backlog,

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